



RECORDS RETENTION AND DISPOSITION SCHEDULE

Agriculture, Indiana State Department of

Agency: Agriculture, Indiana State Department of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	83-939	HOOSIER HOMESTEAD AWARD PROGRAM FILES This program administered by the Indiana State Department of Agriculture recognizes those farms which have been owned by the same family for 100 years or more and whose farm is either a minimum size of twenty acres or produces at least \$1,000 of agricultural products in one year. A formal ceremony is performed to present the award to the farm family. Paper files contain the original application and supporting documents. Information is also maintained in computer format with a printed paper index. The index is arranged alphabetically by family name with the Indiana county where the farm is located also listed.	TRANSFER all media to the INDIANA ARCHIVES for permanent archival retention, one (1) year after the date of the ceremony.
2	93-28	VALUE-ADDED GRANTS Through the Center for Value-Added Research, IC 15-11-9, research and application grants are made. These grants are designed to increase the value of Indiana-produced agricultural commodities. A typical file includes the Application Form, Indiana-s Value Added Grant Program, SF 46235; a project proposal, appraisals, notice of approval, Budget Sheets, grant agreement, claim vouchers, and an evaluation of the completed project. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER three (3) years after the end of the state fiscal year of creation, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years.
3	93-29	RURAL REHABILITATION FUND In accordance with IC 15-7-2-1, et seq., 1998 Edition; small grants not in excess of \$5,000 may be made. These are intended to benefit low income farmers and rural residents by enhancing education and income opportunities. Typical file includes the Application for Grant, (State Form Number 46236), guidelines, notification of approval, and claim vouchers. Retention based on IC 34-13-1-1, and IC 34-13-1-2, (1998 Edition) NOTE: EFFECTIVE JULY 1, 1995, SUPPORTING DOCUMENTS FOR COMPLETED EXPENDITURES CREATED ONLY AFTER JUNE 1, 1980 AND BEFORE JULY 1, 1987 HAVE A RETENTION OF FIFTEEN (15) YEARS AFTER THE END OF THE FISCAL YEAR.	TRANSFER to the RECORDS CENTER three (3) years after the end of the state fiscal year of creation, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years.
4	93-30	FARM MEDIATION PROGRAM Pursuant to IC 15-7-8-1, et seq., 1998 Edition; this program is designed to train and assign impartial mediators to cases involving farmers and their creditors in an attempt to help resolve debt issues. Typical file includes the application, list of the debtor/debtors and creditor/creditors, list of mediators available, debtor/debtors and/or creditor/creditors ranked choice of a mediator, mediation fee agreement, settlement agreement, and mediator's report. Former retention instructions were based on IC 15-7-6-20, 1988 Edition. (REPEALED, P.L. 340, 1995; Section 106); Confidential, [7 CFR 1946.3 and 1946.4, (January 01, 1999 Edition)]; Retention based on IC 34-13-1-1, and IC 34-13-1-1, (1998 Edition) NOTE: EFFECTIVE JULY 1, 1995, SUPPORTING DOCUMENTS FOR COMPLETED EXPENDITURES CREATED ONLY AFTER JUNE 1, 1980 AND BEFORE JULY 1, 1987 HAVE A RETENTION OF FIFTEEN (15) YEARS AFTER THE END OF THE FISCAL YEAR.	TRANSFER to the RECORDS CENTER three (3) years after the end of the state fiscal year of creation, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years.

5	99-51	STATE FAIR BOARD DISTRICT ELECTION RESULTS Staff of the Indiana State Department of Agriculture conduct State Fair Board district elections. The Commissioner of Agriculture shall certify organizations wanting to vote in an election. Pursuant to IC 15-13-5-19, the validity of an individual's voting credentials can be contested by alleging facts constituting fraud or misrepresentation in securing credentials. Retention based on IC 34-11-2-7.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles six (6) years after the latest election.
6	2002-14	COUNCIL AND COMMISSION INFORMATION Records of various bodies overseen by the Indiana State Department of Agriculture which provide Indiana communities with educational, technical, financial, and other types of assistance on agricultural matters. Typical file may have meeting agendas and minutes, correspondence, photocopies of items distributed at meetings and/or a variety of special reports or studies. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER after three (3) state fiscal years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years. TOTAL RETENTION prior to INDIANA ARCHIVES transfer: Ten (10) state fiscal years and receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
7	99-53	LIVESTOCK INDUSTRY PROMOTION AND DEVELOPMENT GRANTS Pursuant to IC 15-11-5, a dedicated fund called the Livestock Promotion and Development Fund is established. A nonprofit association or organization may be eligible to receive a grant to conduct or support livestock industry shows, sales, expositions, conventions or similar events throughout Indiana-and to support expanding markets for Indiana livestock products by encouraging the development of business and industry related to livestock production, processing and distribution. Retention based on IC 34-13-1-1.	TRANSFER to the RECORDS CENTER three (3) years after the end of the state fiscal year of creation, and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after an additional seven (7) years.